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# State of Idaho

Department of Administration  
Division of Public Works

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Design and Construction  
Facilities Services  
<http://dpw.idaho.gov>

November 9, 2016

## REQUEST FOR QUALIFICATIONS

TO: HVAC Controls Design-Builder Contractors

FROM: Jan P. Frew, Administrator  
Division of Public Works

A handwritten signature in blue ink that reads "Jan P. Frew".

SUBJECT: DPW PROJECT NO. 17092  
**Replace DDC System, Shields Building**  
College of Southern Idaho (CSI)  
Twin Falls, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **November 30, 2016**, at 4:00 p.m., for furnishing HVAC controls services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Martin Santoyo, Project Manager  
Division of Public Works  
P.O. Box 83720  
Boise, Idaho 83720  
(208) 332-1913  
[martin.santoyo@adm.idaho.gov](mailto:martin.santoyo@adm.idaho.gov)

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [<http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>]. It is recommended that responders to this RFQ check this page prior to making their submittal.

The project will be funded by state funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The HVAC Controls Design-Builder will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as

project manager and liaison between the Department of Administration, the Agency, and the HVAC Controls Design-BUILDER.

## **DESCRIPTION OF PROJECT**

This project is to replace the HVAC controls for the Shields Building located on the Twin Falls main campus. The controls will be part of the recently installed StruxureWare system, which is being utilized for the Applied Technology & Innovation Center (ATIC) building and eventually the 10 main campus buildings. The HVAC hardware issues that will be addressed with this project also include motor controllers, VAV controls, temperature sensors, actuators, and sub-controllers, hot water control valves, and chilled water control valves - this hardware does not currently operate with the desired StruxureWare system.

Note: Many component parts of the existing system are no longer available. Included in the scope of work is replacing any equipment as necessary for a complete functioning system.

## **REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. The total project budget of **\$175,000** has been established to include fees, contingencies and tests. A relatively complete construction cost estimate will be required following the Design-Build Development Phase and must be updated at each additional phase.

Engineering, if required, shall be performed by a licensed electrical/mechanical engineer by the State of Idaho for modifying or adding electrical power.

The Design-BUILDER must have extensive experience in the design, engineering, and installation of data network cabling infrastructure systems.

The Design-BUILDER will be responsible for Schematic Design, Design Development, related Design-Build Construction Documents, and limited Construction Observation on an as-needed basis.

The Design-BUILDER shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, building facilities security and equipment maintenance concerns should be incorporated into the design.

The Design-BUILDER will be required to meet monthly with the Project Manager and the CSI Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design-BUILDER shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Preliminary Design-Build services have been completed.
2. A Design-Build Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Design-Build Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Design-Build Construction Document Phase to the Owner, Agency, and PBFAC for any additional input and final acceptance.

## PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least three (3) projects, with brief descriptions that show ability to complete projects of this scope. Demonstrated experience with implementation HVAC Controls on campus environments (e.g., universities, healthcare, corporate/government malls) is highly desirable.
- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.
- E. **Examples of Work:** Completed design-build engineering documents, photographs, preliminary drawings, design-build working drawings and specifications may be submitted as examples of your work. List all design-build engineering projects completed for the Division of Public Works in the past three years.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design-build engineering of HVAC Controls. Experience with campus environments (e.g., universities, healthcare, corporate/government malls) is highly desirable.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the

project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor.

- H. **Self-perform:** Indicate if the Design-Builder intends to self-perform, if so, the nature of the work to be self-performed, and the capability to do so.
- I. **Sub-Contractors:** If the Design-Builder is not self-performing the installation, the sub-contractors must be identified in the RFQ.

## **SUBMITTAL**

Five (5) bound copies and five (5) PDF copies of the submittal shall be delivered by the time and place specified above. Submittal shall clearly identify a single point of contact regarding the submittal, with an e-mail address and phone number listed. Failure to do so could make the proposal unresponsive.

## **EVALUATION**

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent design professional will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews. If there are less than three proposals submitted, those firms will be interviewed.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

## **AWARD**

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

### **PROPOSED DATES:**

Receive Proposals	November 30, 2016
Oral Interviews	Week of December 12, 2016
Review by PBFAC	January 2017
Negotiate Contract	January/February 2017
Design-Build Development presentation	May 2017
Final Design-Build Construction Documents	June/July 2017

and Cost Estimate.

## **SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting after oral interviews. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

End 17092 Design-Build RFQ